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PERFORMANCE MANAGEMENT SYSTEM

User Manual



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DESCRIPTION OF TERMS

PMS – performance Management System

KPA – Key Performance Area

KPI – Key Performance Indicator

LOADING THE SYSTEM

Open up your browser (preferably Mozilla firefox) and type <http://192.168.0.7:8083> in the address bar. The screen below will appear

The screenshot shows the homepage of the Performance Management System. At the top left is the Northern Rangelands Company logo, which includes a stylized antelope head and the text 'NORTHERN RANGELANDS COMPANY LTD'. The main title 'Performance Management System' is centered at the top. Below the title are three navigation buttons: 'Dashboard' (with a bar chart icon), 'User Login' (with a key icon), and 'Admin' (with a lock icon). A 'Back' link is located just below the dashboard button. On the left side, there is a vertical sidebar with several buttons: 'Administration' (selected, highlighted in blue), 'Community', 'Research & Monitoring', 'Enterprise Development', 'Special Programmes', 'Finance & Administration', and 'Security'. To the right of this sidebar, under the heading 'Company Information', is the company name 'Northern Rangelands Company Ltd'. Below the name are sections for 'Mission', 'Vision', and 'Strategic Objectives'. The 'Strategic Objectives' section contains a detailed list of goals:

- Ensure the conservation, management and sustainable use of the natural resources within the Trust Area;
- Promote and develop tourism and all other environmentally sustainable income-generating projects within the Trust Area;
- Promote culture, education and sports of the residents of the Trust Area;
- Promote better health of the residents of the Trust Area through the provision of better health services and facilities;
- Alleviate poverty of the inhabitants of the Trust Area through improved social services, provision of employment and establishment of community-based enterprises;
- Promote and support trusts, corporations, NGOs and other charitable organisations with similar objects to those of the Trust.

In this screen one is able to see:

- Northern Rangelands Company Mission, Vision and Strategic Objectives
- All the departments
- User and Admin login menu

LOGIN

User login

Every employee in Northern Rangelands Company can login to the system using his or her employee number name and a preset password (123456)

USER LOGIN

Payroll Number:

Password:



Performance Management System

Logout

Back You are Logged in as Andrew Lelias Lentoijoni [Change Password?](#)

Employee Andrew Lelias Lentoijoni Department Select Department Title Select Title Period 2012 Submit

Employees Having KPAs Employees Lacking KPAs Employees Not Eligible for KPAs

No KPIs found for your criteria. Change the options above and try again.

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After login, the system shows you who you are logged in as and gives you an option to change the password.

CHANGING PASSWORD

Password is used to restrict access to the system and therefore, it should be confidential. Its important to have a strong and unique password. However, it should be easy to remember.

To change the password,

1. Click at the change password link, the following window appears

New Password

2. Enter the new password
3. Click change password button
4. If you don't want to change, click cancel

CONDUCTING SELF APPRAISAL

To conduct an appraisal, click on the new appraisal button, the following window opens:



The screenshot shows the 'Performance Management System' interface. At the top, there is a logo for 'NORTHERN RANGELANDS COMPANY LTD.' featuring a stylized horse head. The main title 'Performance Management System' is centered above a navigation bar with links for 'Dashboard', 'KPA's', 'New Appraisal' (which is highlighted in green), 'Appraisals', 'History', 'Search', and 'Logout'. Below the navigation bar, there is a 'Back' link and a message indicating the user is logged in as 'Andrew Lelias Lentoijoni' with a 'Change Password?' link. A large central box is titled 'SELECT EMPLOYEE' and contains the sub-instruction 'SELECT PERIOD AND EMPLOYEE TO APPRAISE'. It includes dropdown menus for 'Period' (set to '2012'), 'Appraisal Time', 'End Year', 'Employee' (with a 'Select Employee' dropdown), and buttons for 'Appraise' and 'Cancel'. At the bottom of the page, there is a footer note: 'Touch-Perf v2.0 © 2012 Touchline Management Consultants Ltd.'

1. Select period

Click on the down arrow next to period and select the right period

2. Select duration

Click on the down arrow next to quarter and select the right appraisal time

3. Select Employee

Click on the down arrow next to employee and select your name

4. Click the appraise button

APPRAISING

After clicking the appraise button, the following windows load

The screenshot shows a web-based application interface for appraising employees. At the top, there is a navigation bar with links: Dashboard, KPA's, New Appraisal, Appraisals, History, Search, and Logout. Below the navigation bar, it says "You are Logged in as Andrew Lelias Lentoijoni" and provides a link to "Change Password?". A back button is also present. The main content area is titled "Appraising Lentoijoni Andrew Lelias for the Mid Year appraisal of 2012". It displays two tabs: APPRAISAL(KPA's) and DETAILS. The APPRAISAL tab is selected. Below the tabs, a message reads "APPRaising AN EMPLOYEE WITH REGARD TO THE KPA's SET." followed by a section titled "KEY RESPOSIBILITIES : Finance & Admin Manager [Show/Hide]". A table is shown with columns: No., KPA, KPI, SCORE, and COMMENTS. The first row contains the following data:

No.	KPA	KPI	SCORE	COMMENTS
1	Internal control procedures	<ul style="list-style-type: none">• High level adherence to NRCL financial policies and regulations• Properly designed Finance Hygiene work plan• Proper Financial systems in place	<input type="radio"/> Marginal Performance <input type="radio"/> Below Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Exceeds Expectations <input type="radio"/> Outstanding	
			Next >>	

The KPA and activities were set by your supervisor

Depending with how you have performed the set activities, select the right score option by clicking at the options provided. Then you can type a comment to support the score you award yourself

Click Next to move to the next KPA and select the right score and type in the comment

Depending with how many KPA were set, click Next until u get to the last one where you will have an option to save your work as shown below

2012

You are Logged in as Andrew Lelias Lentoijoni
[Change Password](#)

Appraising Lentoijoni Andrew Lelias for the Mid Year appraisal of 2012

APPRAISAL(KPA's)		DETAILS		
APPRaising AN EMPLOYEE WITH REGARD TO THE KPA's SET.				
KEY RESPOSIBILITIES : Finance & Admin Manager [Show/Hide]				
No	KPA	KPI	SCORE	COMMENTS
4	Performance Management	1.KPIs for staff for 2012 correctly entered in the system by 5th April 2012 2.Mid Year appraisals carried out by july 15th 2012 3.End Year Appraisals carried out by 16th December 2012	<input type="radio"/> Marginal Performance <input type="radio"/> Below Expectations <input checked="" type="radio"/> Meets Expectations <input type="radio"/> Exceeds Expectations <input type="radio"/> Outstanding	
			<< Back	Save

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After appraising against the set KPAs, the system automatically fetches the set key competencies to appraise against.

Appraising Lentoijoni Andrew Lelias for the Mid Year appraisal of 2012

APPRAISAL(Soft Skills)		DETAILS	
APPRaising AN EMPLOYEE WITH REGARD TO THE KEY COMPETENCY AREAS(Soft Skills)			
No.	KCA	SCORE & DESCRIPTION	COMMENTS
1	TEAMWORK	<p><input checked="" type="radio"/> Below Expectations</p> <p>Puts own interests before those of the team</p> <p>Shows lack of respect for other team members</p> <p>Acts as an individual, not as a team player</p> <p>Fails to share information that may be useful for the rest of the team</p> <p><input checked="" type="radio"/> Meets Expectations</p> <p>Demonstrates open, honest, two-way communication with others</p> <p>Respects team decisions</p> <p>Contributes to team's success by doing their assigned task effectively and 'on time' <input type="checkbox"/></p> <p>Fulfils commitments made to others</p> <p>Will adapt their own actions for the benefit of the team, overall</p> <p><input checked="" type="radio"/> Exceeds Expectations</p> <p>Plays a key role in motivating the rest of the team</p> <p>Proactively goes out of their way to give help and support to other team members</p> <p>Always able to see and understand the wider team perspective</p> <p>is viewed by other team members as a role model for excellent team work</p> <p>Supports the development of their team colleagues</p>	
		<< Back Next >>	

SELF APPRAISAL REPORT

The moment you click save, your appraisal report appears as shown below

Andrew's self Appraisal Report					
Export to Word		Appraisee's Details		You have 14 days remaining to Edit this Appraisal	
Names:	Andrew Lelias Lentoljoni				
Department:	Finance & Administration				
Supervisor:	Edward Meaby				
Appraiser:	Self Appraisal				
Appraisal Date	Thursday, 22nd March 2012				
Score:	100				
Appraisal Results (KPA's)					
No	KPA	KPIs	Weight	Performance	Comments
1	Internal control procedures	<ul style="list-style-type: none"> • High level adherence to NRCL financial policies and regulations • Properly designed Finance Hygiene work plan • Proper Financial systems in place 	3	Meets Expectations	
2	Financial and Statutory Reporting & compliance	<ul style="list-style-type: none"> • Consistent preparation and issuance of timely accurate and reliable management and financial reports, including thorough financial analysis to inform decision making. • Timely submission of reports and other information to relevant authorities • Prompt advice to Management on potential financial exposures 	3	Meets Expectations	
3	Planning and Budgeting	<ul style="list-style-type: none"> • Improved planning process and timely production of budgets that are well justified. • Proper resource allocation 	3	Meets Expectations	
4	Performance	<ul style="list-style-type: none"> 1.KPIs for staff for 2012 correctly entered in the system by 5th April 2012 2.Mid Year appraisals carried out by July 15th 2012 	3	Meets Expectations	

The report shows all your details and what you have scored. It also shows your final rating.

The appraisee is given a grace period of 14 days when he/she can edit the appraisal before submitting it to the supervisor.

ADDING NOTES

At the bottom of the report, the appraisee can indicate training needs and recommendations as a note

4	DRIVE FOR RESULTS	Understands their objectives/priorities; have a clear plan to deliver them Takes responsibility for delivering their contribution to the business goals Seeks immediate help/advice if targets are at risk of not being met Views achievements of objectives as a 'must'	Meets Expectations	
5	CREATIVITY	Is open to new ideas Shares problems with others in order to find the best solution Comes up with practical ideas for ongoing problems Suggests creative ways to simplify processes Recognizes that even the most basic tasks can be improved Seeks to understand the need for change	Meets Expectations	
		Total KCA score = 500 Rating(30%) = 30 Points		

Final Rating= 100

Notes:

Training Needs	
Recommendations / Actions	
	<input type="button" value="Save"/> <input type="button" value="Submit to Supervisor"/>

SAVING THE APPRAISAL

If you are satisfied with the appraisal report, you can save it by clicking the save button

**EDITING THE APPRAISAL**

If you are not satisfied with the appraisal or you made a mistake during appraisal, you can edit the appraisal with the 14 days before you submit it to your supervisor.

To edit the appraisal, click on the edit appraisal link, the following window opens

The screenshot shows a web-based application for managing employee appraisals. At the top, there is a navigation bar with links: Dashboard, KPA's, New Appraisal, Appraisals, History, Search, and Logout. Below the navigation bar, it says "You are Logged in as Andrew Lelias Lentoijoni" and provides a link to "Change Password?". The main content area is titled "Editing Lentoijoni Andrew Lelias's Appraisal for the Mid Year appraisal of 2012". There are two tabs: "APPRaisal(KPA's)" (selected) and "DETAILS". Below the tabs, a section titled "APPRAISING AN EMPLOYEE WITH REGARD TO THE KPA's SET." contains a table with the following data:

No	KPA	KPI	SCORE	COMMENTS
1	Internal control procedures	<ul style="list-style-type: none"> High level adherence to NRCL financial policies and regulations Properly designed Finance Hygiene work plan Proper Financial systems in place 	<input type="radio"/> Marginal Performance <input type="radio"/> Below Expectations <input checked="" type="radio"/> Meets Expectations <input type="radio"/> Exceeds Expectations <input type="radio"/> Outstanding	
			Next >>	

It shows that you are editing your appraisal of that period, you can change the score and comment and then save it.

SUBMITTING TO SUPERVISOR

If you are satisfied with the appraisal report, you can submit it to your supervisor immediately by

[Submit to Supervisor](#)

clicking at the submit to supervisor button

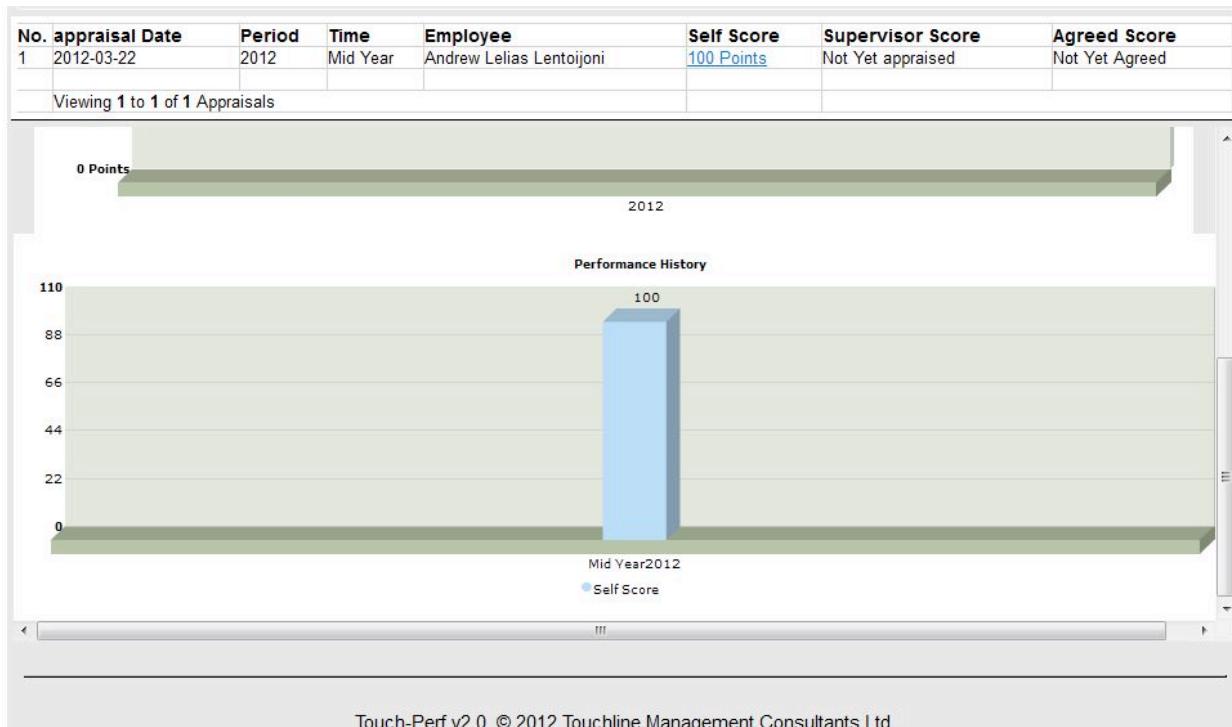
AUTO SUBMITING TO SUPERVISOR

If the appraisal is not submitted within the 14 days, it automatically submits itself to your supervisor on the expiry of the 14 days

N.B. *When the appraisal is submitted to the supervisor, no more changes can be done to it.*

VIEWING YOUR APPRAISAL HISTORY

Click at the History menu, the window below opens



It shows all the appraisal you have ever carried out and a graph.

You can filter the appraisal by any or all of the following

- Employee
- Department
- Period
- Time
- Job title

The filtering options are of importance to the supervisor if many appraisals have been carried out.